



ABOUT US:

Windle International Uganda (WIU) is a registered INGO whose mission is to promote peace and development in communities through promotion and coordination of Education and Training opportunities for refugees and people affected by conflict.

Windle International Uganda is the lead partner of UNHCR in implementing Education Projects in Uganda and we do so in close collaboration with the Government of Uganda through the Office of the Prime Minister. WIU seeks to recruit a suitably qualified person for the following position:

POSITION: Special Needs and Inclusion Officer

LOCATION: Field Based

JOB PURPOSE AND SCOPE OF THE WORK:

The Special Needs and Inclusion Officer will work on integrating and mainstreaming interventions for persons with special needs across the education management operations of WIU. He/She will provide technical advice on this to the respective settlement Managers and officers. S/he will also work on issues of inclusion of disadvantaged groups among the refugees and host community in an effort to ensure that WIU's interventions are sensitive to all categories of the Population of Concern.

KEY DUTIES AND RESPONSIBILITIES:

1.0 Programme analysis, assessment, design, planning and implementation

- 🇺🇬** Support assessments that target hard-to-reach children and youth, reviewing standard operating procedures and tools to make them more inclusive.
- 🇺🇬** Support assessment of schools for their capacity to provide access to education for children with special learning needs following Inclusive Education guidelines by the Ministry of Education and Sports (MoES).
- 🇺🇬** Use participatory methodologies to undertake context analysis on appropriate inclusion of children and young people with special learning needs and ensuring that findings are fed into the organization's strategy development and project designs; lead focus group discussions with key stakeholders to better understand the educational needs of children with special needs.
- 🇺🇬** Ensure implementation of WIU's Education activities according the to Inter-Agency Network for Education in Emergency (INEE's) Minimum Standards for Education and guidance the on inclusion of learners with special needs.

- 🇺🇬 Ensure timely implementation of project activities related to persons of concern with special needs as per set objectives.
- 🇺🇬 Monitor the scholarships provided to all children and young people with special needs within and outside the refugee settlements, and provide periodic data on the total number of such children and young people reached by WIU's interventions.
- 🇺🇬 Collaborate with Program Managers, and Finance team to ensure adequate budgeting for inclusion activities, including but not limited to reasonable accommodation and inclusive responsive budgeting.
- 🇺🇬 Ensure that Mental Health and Psychosocial Support (MHPSS) is an integral component of any programme targeting children and young people with special needs and their families.
- 🇺🇬 Participate in the age appropriate Gender and Diversity assessment and ensure integration of findings into project implementation, monitoring and evaluation.
- 🇺🇬 Participate the implementation, monitoring and reporting on all complementary projects within his/her areas of operation.

2.0 School and community awareness creation

- 🇺🇬 Design education inclusion awareness messages and facilitate awareness creation sessions within schools and the community.
- 🇺🇬 Participate in the identification and development of inclusive learning materials to be provided and used in the teaching learning process.

3.0 Safe environment for children with special needs

- 🇺🇬 Check that all project sites are accessible and appropriate for persons of concern with special learning needs, with particular focus on ensuring that girls, and learners from minority groups have been sufficiently accommodated to allow them to attend school in safe and supportive environments.
- 🇺🇬 Provide technical support for the development and implementation of School inclusive education action plans.
- 🇺🇬 Support schools in the process of including identified out of school children with disabilities, in supporting their retention and the improvement of their learning outcomes.
- 🇺🇬 Collate and produce statistical and other information for the Settlement Manager with regards to special needs children and retain oversight on their safeguarding within the schools.

4.0 Training and mentorship

- 🦋 Participate in the identification of training needs, development of training modules and organizing trainings on Inclusive education for staff.
- 🦋 Work with WIU Settlement Managers in collaboration with Regional Programme Coordinators to ensure teachers and other education staff are trained in effective ways of managing diverse classes to enhance participation of all children including those with special learning needs.
- 🦋 Orient staff, school administrators, and teachers on existing and new key government inclusion guidelines, policies and manuals.

5.0 Reporting and documentation

- 🦋 Work closely with the Settlement Managers to prepare realistic annual, quarterly, and monthly work plans on inclusion activities.
- 🦋 Support documentation and sharing of impact/success stories and best practices to promote learning.
- 🦋 Actively participate in data collection together with the MEAL team including rapid assessment, joint assessments, monitoring evaluation and cross sectoral learning.
- 🦋 Ensure persons of concern with special needs are represented in all education activities, including needs assessments, project design, implementation, monitoring and evaluation.
- 🦋 Facilitate participatory monitoring and evaluation of the programme interventions.
- 🦋 Adequately document, report and follow up on concerns regarding safe and secure learning environment to children to ensure friendly structures for children with special needs.
- 🦋 Ensure knowledge sharing, documentation and dissemination of good practices on inclusion within and outside WIU.

6.0 Networking and advocacy

- 🦋 Advocate for implementation of inclusive education policies with local and national authorities.
- 🦋 Ensure regular coordination meetings with implementing partners, field staff, and school community stakeholders and represent WIU effectively.
- 🦋 Establish linkages and professional working relationships with the District Education Officer (DEO) and District Inspector of Schools (DIS).
- 🦋 Identify opportunities for inclusion advocacy and supportive partnerships within and outside the programme area.
- 🦋 Facilitate the identification of opportunities and mobilization of local resources for the action plan to meet the needs of children with special needs.

Minimum Qualifications & Experience

- 👉 Degree in Special Needs Education, Education, Social Work, or other related fields with a focus on special needs-related issues.
- 👉 At least 3 years' experience working with children with special needs, preferably in an education related and refugee setting.
- 👉 Experience in training / supporting teachers preferred.
- 👉 Experience with engaging and mobilizing communities.
- 👉 Broad knowledge and understanding of inclusion models, approaches, and tools are essential.
- 👉 Good presentation, facilitation, and training skills and track record of high integrity and creativity.
- 👉 Demonstration of well-developed interpersonal skills, and excellent communication skills, both verbal and written.
- 👉 Proactive personality, self-driven, and strongly motivated.
- 👉 Team player, Self-motivator, able to work with limited supervision;
- 👉 Willing to perform other duties as required.

Key competencies

- 👉 Proven project management methodologies and skills.
- 👉 Ability to work with and manage stakeholder collaborations.
- 👉 Capacity building and training skills.
- 👉 Perfect fluency in written and oral English and strong report-writing skills.
- 👉 Familiar with MS Office (Word, Excel, PowerPoint) and the internet.
- 👉 Knowledge of special needs education context in Uganda.

Application Deadline

Friday, 27th January 2023, 5:00pm, East African Time